

STATE OF TEXAS

SLR 105
Form SLR105C must
accompany this form

Records Retention Schedule

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2. Agency Code		3. Agency Name		7. Retention Period			8. Archival		10. TSLAC Only
724		The University of Texas at El Paso							
4. Records Series Item #	5. Dept. Series Item #	6. Record Series Title	7. Retention Period			9. Remarks	10. TSLAC Only		
			Office	Storage	Total				
3.1.037	HUM60	EMPLOYEE RECOGNITION RECORDS. AWARDS, INCENTIVES, TENURE, ETC.	AC+5		AC+5	AC=TERMINATION OF EMPLOYMENT.			
	HUM61	FACULTY CREDENTIALS DOCUMENTS.	AC		AC	AC=SEPARATION OF EMPLOYEE, AFTER WHICH FILE IS TO BE INCORPORATED INTO STAFF MEMBER'S PERSONNEL FILE.			
3.1.026	HUM62	CRIMINAL HISTORY CHECKS.	AC		AC	AC=THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED.			
1.1.040	IAB07	SPEECHES AND PAPERS.	AC		AC	O AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.			
	INT17	FOREIGN STUDENT IMMIGRATION FORMS & RECORDS.	AC+8		AC+8	AC=GRADUATION OR DATE OF LAST ATTENDANCE. RECORD KEPT IN ELECTRONIC AND/OR PAPER MEDIUM.			

Codes:

AC=After Close AV= Administratively Valuable
 CE=Calendar Yr End FE=Fiscal Yr End
 LA=Life of Asset MO=Months
 PM=Permanent US=Until Superseded

I=Retain in Archives
 O=Review by Archivist